

SENIOR LABORATORY TECHNICIAN (WATER RECLAMATION FACILITY)

FLSA Status – Non-Exempt

EEO Code – C/Technicians

Class Code – L330

GENERAL DESCRIPTION OF DUTIES

This position is the advanced, journey-level classification and exercises lead work responsibilities in organizing, assigning, and/or conducting a variety of laboratory work (sampling, testing, analysis and recording of samples and readings) to ensure the reliability and accuracy of laboratory results necessary to comply with process control guidelines and the plant's National Pollution Discharge Elimination System permit. The Senior Laboratory Technician prepares analytical materials, drafts a variety of reports, updates others on the status of laboratory work, and makes budget recommendations.

SUPERVISION RECEIVED

This position receives general supervision from the Water Reclamation Facility Manager.

SUPERVISION EXERCISED

This position coordinates the work of others and exercises lead work responsibilities over those in the position of Laboratory Technician regarding laboratory policies and procedures.

ESSENTIAL JOB FUNCTIONS

The duties and responsibilities listed should not be construed to be all-inclusive. The essential job duties will include other responsibilities as assigned and required.

1. Organizes, schedules, and performs gravimetric, bacteriological and chemical analyses of sewage, sludge, groundwater and industrial waste (e.g., Bio-chemical Oxygen Demand, Total Suspended Solids, Total Volatile Suspended Solids, Total Volatile Solids, pH, nutrient analyses, chlorine residual, etc.), as required by the Water Reclamation Facilities NPDES permit.
2. Update laboratory procedures manual with revisions and additions as required to meet regulatory requirements.
3. Prepares reagents and standards for use in laboratory analyses.
4. Ensures the laboratory's QA/QC program meets all DEQ and EPA requirements.
5. Develops new analytical testing as required, and standard operating procedures.
3. Performs sample collection.
4. Maintains accurate logs and records for all analyses, procedures and equipment.

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5. Enters and retrieves data from the Ops 32 database.
6. Performs quality control checks on analyses, procedures and equipment.
7. Performs minor routine and/or preventive maintenance on laboratory instruments and equipment, including automatic samples, to ensure its availability for use in conducting necessary tests and samples.
8. Maintains outside service agreements necessary to ensure proper instrument and equipment maintenance.
9. Prepares laboratory reports to comply with requirements of enforcement agencies.
10. Prepares annual budget recommendations for the laboratory.
11. Follows all safety rules and procedures established for the Water Reclamation Facility laboratory as specified by the Chemical Hygiene Plan.

OTHER JOB FUNCTIONS

1. Maintains proficiency by attending training conferences and meetings, reading materials, and meeting with others in areas of responsibility.
2. Maintains work areas in clean and orderly manner.

WORK QUALIFICATIONS

Knowledge:

- Thorough knowledge of analytical chemistry, microbiology, and mathematics;
- Thorough knowledge of the principles, methods, materials, instruments and equipment used in an environmental laboratory analyzing wastewater, sludge, ground and surface water, and industrial waste;
- Knowledge of the principles of wastewater treatment processes, sample collection and preservation methods, and safety and bio-hazards associated with sewage treatment;
- Knowledge of the principles and practices of supervision; and
- Knowledge of the principles and practices of managing work to meet established deadlines.
- Knowledge of the appropriate analytical methods (per 40 CFR 136) used to perform wastewater analysis.

Skills:

- Skill in laboratory work, including sampling, testing, analysis and recording of samples and readings;

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- Skill in applying federal, state, and local laws and regulations to laboratory methods;
- Skill in assigning and reviewing the work of others;
- Skill in preparing technical reports;
- Skill in establishing and maintaining effective working relationships with others from diverse backgrounds.

Ability

- Ability to communicate effectively with the public, members of outside agencies, and employees;
- Ability to develop new analytical procedures
- Ability to interpret laboratory data and other complex scientific reports.
- Ability to prepare annual budget recommendations.

EXPERIENCE AND TRAINING REQUIREMENTS

Any satisfactory combination of experience and training which demonstrates the knowledge, skills, and abilities to perform the essential job functions is qualifying. A typical way to qualify includes a bachelor's degree in chemistry, biology, or related science; increasingly responsible experience at an environmental laboratory; and supervisory training or lead worker experience.

DESIRABLE BACKGROUND

Training and/or experience in using computer applications for preparing spreadsheets and databases.

PHYSICAL DEMANDS

While performing the duties of this position, the employee is frequently required to stand, sit, communicate, reach and manipulate objects, tools or controls. The position requires mobility. Duties involve moving materials weighing up to 20 pounds on a regular basis such as samples, files, books, office and laboratory equipment; and infrequently weighing up to 40 pounds. Activity and types of duties performed require manual dexterity and coordination more than 50% of the work period while conducting laboratory analysis.

Reasonable accommodation will be made to meet the needs of otherwise qualified individuals with known limitations who can perform the essential job function.

WORKING CONDITIONS

The majority of the work period is spent in the laboratory with exposure to chemicals, acids, wet surfaces, pathogens, odors, noise and fumes. Samples are gathered outdoors in the plant and in the field. May require working weekends, holidays and rotating shifts

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Approved By _____ Date _____
(Department Director)

Adopted By _____ Date _____
(City Manager)

Established: 10/94

Revised: 3/99

Revised: 05/01

Revised: 03/04 Revisions added to distinguish the advanced journey-level classification from the journey-level Laboratory Technician II and the entry-level Laboratory Technician I. Revisions were also required with a new organizational structure and reporting relationships.